



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 25, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 27, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, November 10, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Business Services Manager
Region 4/District 6/Administrative Services
Highways Project Implementation
Springfield

Attachments
41214

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, November 10, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager IV

Salary Range: \$5,015 - \$9,155

Position Title: Business Services Manager

Union Position: ☒ Yes ☐ No

Position Number: PW414-23-56-103-00-01

IPR#: 41214

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 6/Bureau of Administrative Services/126 E Ash St, Springfield, IL

Description Of Duties:

This position is responsible for managing a number of district functions including: purchasing activities, building maintenance, telecommunications, vehicle usage, inventory control, capital improvements, reproduction equipment and other business services' activities within the district.

Special Qualifications:

Required:

- Valid driver's license
- Occasional overnight travel; overtime

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college, preferably with major courses in business, public administration, finance or accounting
- Ability to maintain harmonious relationships with employees, agency officials, and the general public
- Experience overseeing building maintenance projects
- Proficient in Microsoft Office
- Strong human relations, problem solving and decision-making skills
- Experience with diverse business services responsibilities

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	June 2016	POSITION:	Business Services Manager
APPROVED BY:	Jeffrey South	OFFICE/DIVISION:	Highways – District 6 Bureau of Administrative Services
CODE:	PW414-23-56-103-00-01	REPORTS TO:	Administrative Manager

Position Purpose

This position is accountable for managing a number of District functions including: all purchasing activities, building maintenance, telecommunications, vehicle usage, inventory control, capital improvements, reproduction equipment and other business services' activities.

Dimensions

Subordinate Personnel:	2 Full-Time
District Personnel Served:	425+ (± 200 seasonal)
Equipment Inventory:	8746
Equipment Value:	\$34 million
Capital Improvements:	\$750,000/yearly average
Annual Contracts:	\$5 million
Annual Equipment Purchase :	\$1 million
District Vehicles:	450

Nature and Scope

This position reports to the Administrative Manager as do the Personnel Manager, Financial Services Manager, and an Executive Secretary I. Reporting directly to this position is the Motor Pool Coordinator and Support Services Technician.

This position is accountable for the effective and economic management of all District business and administrative processes such as purchasing, inventory, velocity, records management, microfilming, reproduction methods, capital improvements, maintenance and repair of real property, security, telecommunication, vehicle use including preventative maintenance and replacement, real estate leases and the use and need of business equipment.

The greatest challenge to the incumbent is to provide professional support services to all District Bureaus; respond immediately when emergencies arise and be in compliance with the Illinois Procurement Code. Another challenge for the incumbent is the District's inadequate space allocation and the Headquarters complex is divided between four buildings. The incumbent should have technical expertise in the areas of building design and improvements, telecommunications, inventory control and effective business systems.

Typical problems encountered by the incumbent include allocation of budgeted funds to maintain adequate services levels while dealing with projected shortages due to the aging and deterioration of buildings, equipment and vehicles, and late submission of invoices by vendors and consequent Court of Claims suits. The incumbent personally reviews, approves and controls all District purchasing, contracts for service, rental/lease agreements and assuring compliance with all laws and policy. The incumbent is accountable for space utilization, reproduction services, velocity, office copiers; property control, including

equipment/commodity inventory, records management, recycling, building security, surplus property and hazardous waste; asbestos abatement and control; development and implementation of capital improvement program; equipment operations and motor pool; and office supplies and forms. The incumbent is also responsible for providing numerous critical facility services including but not limited to telecommunications, vending and UPS services.

The incumbent accomplishes his/her accountabilities through the following personnel:

Motor Pool Coordinator – who directs the District motor pool activities and oversee its vehicle inventory control at the district campus.

Support Services Technician - who assists with physical inventory, issues inventory tags, processes inventory reconciliation and coordinates record retention.

The incumbent operates within the established Departmental policies concerning administrative procedures and Bureau of Administrative Services, as supplemented by the district management. Within these policies, the incumbent has considerable latitude in making repair or replacement decisions, in determining workload priorities of subordinates, and in the allocation of available resources. Situations which are outside of the incumbent's range of expertise or authority are referred to the Administrative Manager, with all relevant facts and a recommendation for resolution. The incumbent evaluates subordinates and makes disciplinary, promotion, and salary recommendations.

The incumbent has significant daily contacts with district management concerning the allocation of resources and the scheduling of workloads. Other significant contacts include the section chiefs within the Bureau of Business Services, other district Business Services Managers and bureau chiefs in other districts. Outside the department, the incumbent deals with materials suppliers and contractors, utility companies, equipment maintenance technicians, local architects and engineers, engineers and energy specialists within the Capital Development Board, as well as various vendors. This position may require overtime and overnight travel.

The effectiveness of this position can be measured by the extent to which the incumbent ensures the economical and timely delivery of equipment, absence of major equipment breakdown, commodities and services which are critical to the requirements of the District's bureaus, as well as other state and local agencies. The aesthetic qualities of the headquarters in general, the functionality of office layouts and lighting, and the availability of reproduction equipment for use are also indicators of this position's effectiveness.

Principal Accountabilities

1. Plan, organize, and direct the activities of the Section to ensure efficient operation.
2. Coordinate the preparation and monitoring of the District's Capital Improvements, Equipment, Commodity and Contractual Services budget, analyze requests, recommend and approve expenditures against allotted funds to ensure cost-effectiveness of operations.
3. Provide overall management of all District passenger vehicles including Administrative Motor Pool to ensure optimum usage of vehicle resources.
4. Regulate the use of equipment and commodities to ensure compliance with rules and guidelines concerning these matters.

5. Provide mechanically sound, clean, comfortable and safe work environment for District office staff in which to work.
6. Assure records of all District Bureaus are maintained according to Department retention policy.
7. Acts as the District Field Asbestos Coordinator.
8. Train, motivate, evaluate, and supervise subordinate staff to work in a safe manner and maintain high standards of productivity. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.